

18 September 1975

MEMORANDUM FOR: Executive Assistant, Office of Personnel
SUBJECT : Weekly Activity Report

Significant Activities for the Past Week

1. Sanitized OP History of Recruitment.
2. Prepared memorandum transmitting to Chief, Plans Staff, DDA action plans/status reports for OP 76 objectives to be reviewed at the 30 September Management Conference. Attended OP management conference on 16 September.
3. Provided information to DD/Pers-P&C in preparation for his appearance before the Midcareer Course.
4. Completed review and forwarded memorandum for D/Pers signature transmitting comments and suggestions on DDS&T Developmental Profiles.
5. Chief, Review Staff was on annual leave during the week.
6. Time spent on investigative committee request:

GS-13 - 43 hours
GS-03 - 6 hours

Significant Activities Anticipated for Next Week

1. Complete memorandum summarizing our analysis of Agency Developmental Profiles.
2. Work on Review Staff FY 1976 objectives.

Review Staff

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